

PROVISO TOWNSHIP HIGH SCHOOLS
District 209 – Cook County

8601 West Roosevelt Road
Forest Park, IL 60130



April 13, 2017

To Whom It May Concern:

The Board of Education of Proviso Township High Schools District 209 is accepting Request for Proposals (RFP) for assessment tools to provide assessments for universal screening and progress monitoring, teacher-designed assessments, SAT suite testing, and an SAT test prep program. RFP instructions and specifications are enclosed.

Proviso Township High Schools District 209 is a public high school district serving grades 9 to 12. We have three high schools with a total enrollment of approximately 4150 students.

All proposals must be submitted to Proviso Township High Schools District 209 no later than Thursday, April 27, 2017 at 10:00 a.m.

Proviso Township High Schools District 209
8601 W. Roosevelt Road
Forest Park, IL 60130
Attention: Sharon Palmer

Sincerely,

Sharon Palmer
Director of Accounting

INSTRUCTIONS TO APPLICANTS

1. Proposals are due Thursday, April 27, 2017 no later than 10:00 a.m. in the Business Office of:

Proviso Township High Schools District 209
8601 W. Roosevelt Road
Forest Park, IL 60130
Attention: Sharon Palmer, Director of Accounting

2. Hard copies of the proposals are to be in sealed opaque envelopes, clearly marked **Assessment Tools** on the outside of the envelope. Proposals are to be submitted on the enclosed official Request for Proposal form. Please provide the District with two (2) copies of your proposal plus the original.

The proposal details must be entered into the Excel spreadsheet and returned as an attachment in an email with the subject line, **Assessment Tools**, addressed to:

Charlotte White, cwhite@pths209.org
and
Diane Deckert, ddeckert@pths209.org

3. The Board reserves the right to accept or to reject any and all proposals, in whole or in part, to waive any irregularities therein, and to award the contract to other than the lowest proposer.
4. Any questions are to be directed to Ms. Sharon Palmer at spalmer@pths209.org.
5. Proposals will be evaluated by a review committee. The evaluation and award of a proposal shall be based on a combination of factors, including, but not limited to, the following: proposal price, references, previous school experiences, professional competence, customer services, and any other factors considered to be in the school district's best interest.

Proviso Township High Schools District 209

General Information:

Proviso Township High Schools District 209 is a Grades 9-12 public school district consisting of three high schools with an enrollment of approximately 4150 students. District 209 is located in Cook County and services parts or all of the following communities: Forest Park, Hillside, Maywood, Broadview, Melrose Park, Northlake, Stone Park, Westchester, Berkeley and Bellwood.

Interested parties should submit their proposal by 10:00 a.m., Thursday, April 27, 2017 in the format set forth below. Failure to submit a proposal by this deadline will disqualify the proposer from further consideration. All expenses for submitting a proposal in response to the RFP shall be borne by the proposer.

Limitations of Proposals:

Proposals will be considered only if made without any connection with any other person or company submitting a proposal, if in all respects is fair and without collusion, and if no member of the Board nor other officer of the school district is directly or indirectly interested in the proposal or in any portion of the profits thereof.

The proposer may withdraw or change a proposal if written notice of the withdrawal or change is received by the Board before the latest time specified for submission of proposals. Any change may be made only by substitution of another proposal.

Proposals received after the time specified in the invitation to quote will not be considered and shall be returned to the company. The method of transmittal of the proposal is a proposer's risk of untimely receipt by the Board.

The District reserves the right to reject any and all proposals submitted, ask for more details or further clarification of any proposal, and select the proposal that best meets the needs of the District. The Board reserves the right to reject any or all proposals or any part thereof, to waive immaterial technicalities in the quoting, and to accept the proposal deemed most favorable to the Board after all proposals have been examined and evaluated.

Specifications:

This is a contract for assessment services for which the District is seeking proposals from firms or independent contractors with the required qualifications. Proposals should be based on the attached specifications for five (5) different components below, with the understanding that the RFP may address all or some of the services.

1. Universal screener
2. Progress monitoring assessment
3. System for teachers to design, administer, score, and report assessments
4. SAT suite testing
5. SAT test prep program

Implementation of the components is desired for the start of the 2017-18 school year, with set up, training, and piloting to occur during the remainder of the 2016-17 school year and the summer of 2017.

Proposals should include documentation of prior work that demonstrates the firm or independent contractor possesses the required qualifications.

Qualifications:

- Successful experience providing valid and reliable assessments with accurate, complete, timely, and user-friendly reports;
- Demonstrated ability to provide effective training in assessment administration and use of reported data;
- Successful experience working with high schools to implement the proposed services and complete deliverables on time.

Responsibilities:

- Provide assessments and reports for universal screening in literacy and English/Language Arts and math for grades 9-12.
- Provide assessments and reports for progress monitoring in literacy and English/Language Arts and math for grades 9-12.
- Provide an online system for teachers to design, administer, score, and report assessments in English/Language Arts, math, science, and social studies content areas for grades 9-12.
- Provide assessments and reports for the PSAT 8/9 to be administered to Grade 8 students in the District's feeder schools and for the PSAT 8/9, PSAT, and SAT to be administered to Grade 9, 10, and 11 students at least twice during the school year.
- Provide the instructors, curriculum, and instructional materials for an SAT test prep program for a selected number of students to be held in each high school either after school hours or on Saturdays during the 2017-18 school year before the April 10, 2018 administration of the state SAT.

Proposal Requirements:

1. Hard copies of the proposal must include the following items and be indexed in the order indicated:
 - A. Introduction/General information about you/your firm and why District 209 should select you/your firm.
 - B. Narrative demonstrating ability to provide the services requested and relevant past performance demonstrating success.
 - C. Resume outlining educational background and experience or company profile and resumes of key staff.
 - D. List of three (3) references, providing name, address, contact number, and email address.
2. The proposal details must be entered into the Excel spreadsheet as provided and returned as an attachment in an email with the subject line, **Assessment Tools**, addressed to:
Charlotte White, cwhite@pths209.org
and
Diane Deckert, ddeckert@pths209.org

Proposed Costs

Please provide a proposed cost for each component:

(1) Universal Screener

Cost per student \$ _____

Other cost(s) (please describe) \$ _____

(2) Progress Monitoring

Cost per student \$ _____

Other cost(s) (please describe) \$ _____

(3) Teacher-Designed Assessments

Cost per student \$ _____

Other cost(s) (please describe) \$ _____

(4) SAT Suite Testing

Cost per student \$ _____

Other cost(s) (please describe) \$ _____

(5) SAT Test Prep

Cost per student \$ _____

Other cost(s) (please describe) \$ _____

Total Proposed Cost \$ _____

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ (Individual Vendor), does hereby certify pursuant to Section 4 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.314) that (he, she) will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Name of Firm/Individual

By: _____
Signature

Title

Date

(Vendors With 25 or More Employees)
CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT

_____ (Vendor), having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.313) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and further certifies that (he, she, it) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Name of Firm/Individual

By: _____
Signature

Title

Date

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

_____ (Contractor), does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at a minimum, the following information: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under State law; (3) a description of sexual harassment, utilizing examples; (4) an internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (6) direction on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

Name of Firm/Individual

By: _____
Signature

Title

Date